



Legislation Details (With Text)

File #: 17-275 **Version:** 1
Type: Action Item **Status:** Agenda Ready
In control: Housing Authority of the City of Salem
On agenda: 6/12/2017 **Final action:** 6/12/2017
Title: New Office Assistant Position (1 FTE) for Salem Housing Authority

Ward(s): All Wards
Commissioners(s): All Commissioners
Neighborhood(s): All Neighborhoods

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
6/12/2017	1	Housing Authority of the City of Salem	approved	Pass

TO: Chair and Housing Authority Commissioners

THROUGH: Steve Powers, Executive Director

FROM: Andrew Wilch, Housing Administrator

SUBJECT:

New Office Assistant Position (1 FTE) for Salem Housing Authority

Ward(s): All Wards
Commissioners(s): All Commissioners
Neighborhood(s): All Neighborhoods

ISSUE:

Shall the Housing Authority Commission approve the addition of one Office Assistant (1 FTE) position for the Salem Housing Authority effective June 13, 2017?

RECOMMENDATION:

Approve the addition of one Office Assistant (1 FTE) position for Salem Housing Authority effective June 13, 2017.

SUMMARY AND BACKGROUND:

Salem Housing Authority (SHA) reduced staff from 59 to 42 over the period of 2012-2014. A second Office Assistant is needed to support the SHA's responses to increased programmatic, oversight and

reporting demands from HUD; administration of additional programs; and customer service to residents and others who come to the SHA office.

FACTS AND FINDINGS:

The budget impact is \$20,085 for the remainder of FY 2016-2017. Vacancy savings will cover the cost within the existing budget. The position will be included in the Authority's proposed budget for FY 2017-2018.

The organizing document for the Authority is silent regarding staff levels. It has been the practice for the Commission to approve staffing levels as part of the budget, and to approve increases in staffing that occur between budget approvals.

Andrew Wilch
Housing Administrator